PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/2/22	Prepared by	T.D. Muniy	Serial no.	- 2524
Supplier name	Summit Sales Corp			HO inward no.	
Firm/Company	SOVCP	Project	CW-III	HO received date	
PO/WO date	15/2/22	PO/WO No.	85562	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22338	26/2/22	6,707-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,707-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 104250	Proof of delivery matches MRN: ☑ Yes ☐ No
Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	6,707-00
Amount E – PO / WO value:	6,707-00
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	07/03/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D Muniy				
Sign:	[signature]				
Date	28/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

Summit Sales LLP

ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	22338
Silver Oak Villas LLP	Invoice Date.	26-02-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	85562
	PO Date.	15-02-2022
	Req ID	73834
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	14-02-2022
	Loc Req No	183936

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7594 - Stationery - other - Stapler pin - other - boxes	7415	2	6.00	12.00	18	2.16
	small						
2	7505 - Stationery - other - Binder Clips - other -	8305	12	38.00	456.00	18	82.08
	19mm						
3	7560 - Stationery - other - Pen - NA - nos	9608	50	3.50	175.00	18	31.50
	blue-20 Red-10 Black-20						
4	7512 - Stationery - other - CD Marker - NA - nos	9608	40	18.90	756.00	12	90.72
	red,green,& blue Black						
5	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
6	7529 - Stationery - other - File Folders - NA - nos		100	5.50	550.00	18	99.00
	A3						
7	7529 - Stationery - other - File Folders - NA - nos		100	5.50	550.00	18	99.00
	A4						
8	7552 - Stationery - other - Note pads - other - nos		6	45.00	270.00	18	48.60
	Sticky notes different colours						
9	7544 - Stationery - other - Marker - NA - nos	9608	30	16.00	480.00	18	86.40
	Blue & Black						
10	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3	21.00	63.00	18	11.34
11	7584 - Stationery - other - Scribbling Pads - other -		12	15.00	180.00	18	32.40
12	7505 - Stationery - other - Binder Clips - other -	8305	12	38.00	456.00	18	82.08
	32mm						
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	4,032.00	675.36
	337.68	337.68	Total Invoice Amount	4,707.36	

Rupees : Four Thousand Seven Hundred Seven and Paise Thirty Six Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91665 Date: 26/2 Sign: L

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 15-02-2022 16:24:41

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

85562
14.02.22 2:32:33

Supplier Details			
Summit Sales LLP	**Doc No**	85562	183936
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	15-02-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	03-02-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7594 - Stationery - other - Stapler pin - other - boxes *small*	2.00	6.00	0.00	18.00	14.16
2	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	12.00	38.00	0.00	18.00	538.08
3	7560 - Stationery - other - Pen - NA - nos *blue-20 Red-10 Black-20*	50.00	3.50	0.00	18.00	206.50
4	7512 - Stationery - other - CD Marker - NA - nos *red,green,& blue Black*	40.00	18.90	0.00	12.00	846.72
5	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
6	7529 - Stationery - other - File Folders - NA - nos *A3*	100.00	5.50	0.00	18.00	649.00
7	7529 - Stationery - other - File Folders - NA - nos *A4*	100.00	5.50	0.00	18.00	649.00
8	7552 - Stationery - other - Note pads - other - nos *Sticky notes different colours*	6.00	45.00	0.00	18.00	318.60
9	7544 - Stationery - other - Marker - NA - nos *Blue & Black*	30.00	16.00	0.00	18.00	566.40
10	7605 - Stationery - other - Whitner Pen - NA - nos	3.00	21.00	0.00	18.00	74.34
11	7584 - Stationery - other - Scribbling Pads - other - nos	12.00	15.00	0.00	18.00	212.40
12	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	12.00	38.00	0.00	18.00	538.08
				Total Order Value . . .		**4,707.36**

Rupees : Four Thousand Seven Hundred Seven and Paise Thirty Six Only.

<u>Terms and Conditions :-</u>

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 17/02/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Purchase Order

	Phone. 0
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order For office work purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 17/02/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	14-02-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	183936
Material required before date:	urgent	ID No.	73834

No	Description	Size	Quantity	Units	67818	Date
1	Black pens		24	Nos		
2	Blue pens		24	Nos		
3	Red Pens		12	Nos		
4	CD marker blue , black, red & green		24	Nos		
5	Permanent marker blue and black		24	Nos		
6	Stapler pins		12	Nos		
7	Binder clips	19mm	12	Boxs		
8	Binder clips	15mm	12	Boxs		
9	Binder clips 85567	big	12	Boxs		
10	Binder clips	small	12	Boxs		
11.	Sticky notes(different colours)	big	06	Nos		
12	Whiteners		03	Nos		
13	Pencils		02	Boxes		
14	A4 transparent covers		50	Nos		
15	A3 transparent covers		50	Nos		
16	Note pads		12	Nos		

Remarks: - For office use purpose

Prepared By	Ch.Pranavi	Approved by	
Sign.& Date	14-02-2022	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
15 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M G Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier "Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

 26-02-2022

Customer Details	DC No.	19124
Silver Oak Villas LLP	DC Date	26-02-2022
Silver Oak Villas Part III, Sy. No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No	85562
	PO Date	15-02-2022
	Req ID	73834
GSTIN : 36ADBFS3288A2Z7	Req Date	14-02-2022
	Loc Req No	183936

	Description of Goods	HSN/SAC	Qty
1	7594 - Stationery - other - Stapler pin - other - boxes	7415	2
2	7505 - Stationery - other - Binder Clips - other - boxes	8305	12
3	7560 - Stationery - other - Pen - NA - nos	9608	50
4	7512 - Stationery - other - CD Marker - NA - nos	9608	40
5	7563 - Stationery - other - Pencil - NA - boxes	4421	2
6	7529 - Stationery - other - File Folders - NA - nos		100
7	7529 - Stationery - other - File Folders - NA - nos		100
8	7552 - Stationery - other - Note pads - other - nos		6
9	7544 - Stationery - other - Marker - NA.- nos	9608	30
10	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3
11	7584 - Stationery - other - Scribbling Pads - other - nos		12
12	7505 - Stationery - other - Binder Clips - other - boxes	8305	12
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1764 26/2/22

10 4250 28/2/22

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP IN WARD No: 78/41 Date: 28/2 Sign: R.R. DIST.

Authorised signatory